

Working Title: Treatment Facility Administrator
(Job Classification: DCS Institution Superintendent)
Mountain View Youth Development Center

Dandridge, Tennessee

Job Summary

The Youth Development Center (YDC) Treatment Facility Administrator holds the top administrative position at a hardware-secure, residential facility that provides treatment programs for delinquent male youth up to age 19. The Treatment Facility Administrator oversees administration of personnel and programs to ensure safe and efficient operation in compliance with policies, statute and lawful functioning. The Department has transitioned from a correctional model to a more therapeutic environment; therefore, the applicant must have the leadership skills required to engage personnel to embrace the on-going changes. Further, the position requires in-depth knowledge of current treatment models, including trauma informed therapy, Cognitive Behavior therapy and behavior modification systems. The Treatment Facility Administrator coordinates all staff to ensure safety and security in the facility, the proper individualized treatment and programming for youth, and overall efficient fiscal operations. The Treatment Facility Administrator ensures personnel follow statewide policies and sets financial and programming goals for the Youth Development Center. S/he monitors the effectiveness of current activities and programming, seeks ways to improve upon them while basing decisions on changes in the juvenile justice legislation, accreditation standards, research, and data. The position requires a thorough understanding of the therapeutic needs of delinquent youth and best practices for treatment.

Job Duties

The Treatment Facility Administrator empowers the Youth Development Center staff to achieve objectives of maintaining safety and security for youth and staff while promoting physical/emotional well-being and educational and independent living skills development for youth. Staff includes security personnel and supervisors, residential case managers, mental health practitioners, educators, nurses, fiscal, human resources, and other support staff. Responsibilities include:

- Coordinating with Central Office leadership in the development of policy and effectively communicating policy and practice decisions to personnel
- Developing relationships with stakeholders including judges, regional staff, service/treatment providers and families to advocate for youth
- Hands-on oversight of hiring, training, promotion, discipline and evaluation
- Engaging leadership and frontline staff in the therapeutic model and ensuring daily follow through of the model and treatment expectations
- Coordinating staff to maintain a safe working environment

- Delegating responsibilities to first-line supervisors and monitoring results to ensure compliance with state regulations, accreditation standards and the therapeutic model
- Budgeting and fiscal planning
- Evaluating program effectiveness using established Continuous Quality Improvement practices
- Oversee and enhance effective facility maintenance
- Achieve and maintain facility safety/security while following the therapeutic model
- Ensure fair, timely resolution of personnel and disciplinary matters
- Coordinate response during emergency situations, such as a riot or a natural disaster
- Enforce rules, regulations, policies in compliance with relevant regulations including: Tennessee Code Annotated 37-5-202; 37-5-203; 37-5-204; American Correctional Association; Council on Accreditation; and Prison Rape Elimination Act (PREA)
- Other duties as assigned

Job Requirements

The qualifications for the position of DCS Treatment Facility Administrator include at a minimum the following:

- A bachelor's degree in a relevant discipline; five (5) years of related administrative experience; and demonstrated administrative ability and leadership.
- The degree requirement may be satisfied by completion of a career development program that includes work-related experience, training, or college credits at a level of achievement equivalent to the bachelor's degree

Monthly Salary Range: \$4,542 - \$8,176

Send Resume to tracy.m.plaskett@tn.gov

Closing Date: June 15, 2016

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